United Nations ST/IC/2008/19

Secretariat

9 April 2008

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to the United Nations Headquarters during the visit of Pope Benedict XVI on 18 April 2008**

1. Pope Benedict XVI will visit the United Nations on Friday, 18 April 2008. He will first address the members of delegations and then the staff of the United Nations in the General Assembly Hall. A third event for staff will take place in the Public Lobby of the General Assembly Building. It is expected that many staff will want to see the Pope. In order to ensure that the staff can avail themselves to the maximum extent possible of the visit of the Pope, and to ensure his safety and comfort, special arrangements have been made for the occasion, which will be in place during the day of his visit from 8 a.m. to 3 p.m.

Closure of First Avenue and the United Nations buildings to the public

2. The Headquarters main buildings and the North Garden, which are located east of First Avenue, will be closed to the public on Friday, 18 April, from 8 a.m. to 3 p.m. All appointments and meetings should be scheduled bearing this in mind. Staff members are requested to schedule their appointments with visitors and guests at locations away from the Headquarters site. In addition, outside messengers, guests and holders of library building passes will not be admitted. Arrangements for the delivery of items by messengers should include instructions to proceed to the United Nations DC-1 lobby, located at 44th Street and First Avenue; thereafter, staff members will be contacted and requested to proceed to that location to accept deliveries. Individuals holding a non-photo United Nations identification card will not be given access to the complex. Regrettably, families of staff members will not be permitted to participate in the events of the day. Since access to the premises will not be granted to family members until after 3 p.m., staff should make appropriate arrangements for them in advance of Friday, 18 April. During the visit of the Pope to the United Nations, guided tours will be suspended.

3. The area in front of the United Nations along First Avenue from 42nd Street to 46th Street and some streets leading to the complex will be closed to vehicular

* Expiration date of the present information circular: 19 April 2008.

traffic, with the exception of escorted motorcades, until the departure of the Pope. Delegates and staff members arriving on foot may cross First Avenue at 42nd Street and 46th Street, upon presentation of their United Nations identification card. Those designated crossing points will be closed to all pedestrian movement during the arrival and departure of the Pope. A vehicular checkpoint will be established at Second Avenue and 46th Street. Motorists should allow additional time to clear the checkpoint.

4. The vehicular screening point for entry to the premises will be at the 48th Street and FDR Drive entrance. Entry to the United Nations building from the FDR Drive will be gained by turning right onto 49th Street, staying in the extreme left lane and proceeding south on First Avenue towards the security checkpoint at the garage entrance.

Removal of vehicles and closure of the garage

5. For security reasons, the garage will be closed to parking from midnight on 17 April and will be reopened for authorized vehicles at 4 a.m. on Friday, 18 April. All vehicles parked on the first basement level between rows "E" through "N" must be removed no later than 8 p.m. on Thursday, 17 April, until 3 p.m. on Friday, 18 April.

Vehicle security checks

6. Owing to the traffic restrictions on the day of the visit of the Pope, staff members are encouraged to use public transportation. Significant delays can be expected and, to avoid inconvenience, staff members should plan to arrive before 8 a.m. All vehicles entering the garage will be subject to search. Please limit the contents of vehicles in order to expedite security clearance.

Access to Headquarters buildings and Delegates Entrance

7. Staff members and other authorized personnel will be admitted to the United Nations premises upon presentation of a photo-bearing United Nations identification card. Access will also be granted to those who have been issued Protocol courtesy passes for the occasion. Delegates, staff members, representatives of non-governmental organizations, affiliates, retirees and interns will use the 42nd Street entrance at First Avenue and will be directed to a security screening area inside either the Library Building first basement level or the south lobby of the Secretariat Building, as appropriate.

8. Accredited members of the media will enter the complex at 46th Street and First Avenue, where they will be guided across the Public Plaza to the North Garden entrance of the Conference Building for screening before entering Conference Room 1, which has been designated as the media centre for the visit of the Pope. Members of the media who are not yet accredited will be required to go to the Security Pass and Identification Office, Media Liaison Section, which is located at 45th Street and First Avenue, to obtain accreditation. All members of the media proceeding to the various restricted areas will be escorted by members of the Media Accreditation and Liaison Unit and the Security and Safety Service.

9. While heightened security measures for the visit of the Pope are in effect, the pedestrian entrance for delegates at 45th Street and First Avenue will be closed. To

provide access at the Delegates Entrance, the south side of the entrance at 46th Street and First Avenue will be reserved for the use of permanent representatives and senior United Nations officials bearing gold-coloured United Nations identification cards.

Scheduled events for ticket holders and access to restricted areas

10. In order that the staff may enjoy the greatest advantage from the visit of the Pope and bearing in mind space, logistics and security considerations, access to and within Headquarters buildings will be restricted. The programme for the day includes three events within the General Assembly Building, and only recipients holding colour-coded tickets will be allowed entry to the scheduled events. Access to the General Assembly Hall for all ticket holders will be through the General Assembly Building Lobby.

11. Tickets for three distinct events are specific to the event and are non-transferable. Tickets for the first event at 11 a.m. in the General Assembly Hall, the address to United Nations delegates, will be issued in advance to members of delegations by the Protocol and Liaison Service. Tickets for the second event scheduled at 12.45 p.m. in the General Assembly Hall, the address to United Nations staff members, and for the third event, scheduled at 1.25 p.m. in the General Assembly Public Lobby, will be issued in advance by the Staff Union.

12. Delegates and United Nations staff members who do not possess an event ticket will be allowed to view the event from the Economic and Social Council Chamber. Access to the Economic and Social Council Chamber will be from the 2nd floor of the General Assembly Building upon presentation of a valid United Nations identification card. The Chamber will remain open until its capacity is reached.

13. On the day of the visit of the Pope, ticket holders are encouraged to assemble at the designated screening areas well in advance of each event. Owing to expected high participation, staff members are encouraged to use the screening facility at the Visitors Entrance and the facility that will be used at the first floor neck area, which connects the Conference Building with the General Assembly Building. Screening will commence approximately two hours prior to each event, at 9 a.m., 11 a.m. and 12 noon, respectively. Ticket holders will only be allowed to enter the General Assembly Building Public Lobby upon the start of their designated screening time.

14. Those planning to attend the events of the day with His Holiness are requested to secure all purses, attaché cases, coats and other personal belongings in their offices or in safe keeping elsewhere, in order to expedite the flow of movement from the waiting and screening areas into the General Assembly Hall and the Public Lobby of the General Assembly Building.

United Nations ST/IC/2008/20

Secretariat

17 April 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for French interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French interpreters in 2008, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for French interpreters will be held on **30 July 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for French interpreters will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for French interpreter posts as they occur in New York, Geneva, Vienna and Nairobi. Appointments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations, according to the needs of the Organization. Interpreters are expected to serve **a minimum of five years** in a language post. The appointment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 11 to 14 below.

* Expiration date of the present information circular: 31 December 2008.

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4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and Russian. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation in their P.11 form or personal history profile of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a university degree from a recognized school of interpretation in which at least one full academic year is devoted to interpretation. Alternatively, candidates must hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction, and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than French provided he/she has adequate secondary educational qualifications from an establishment at which the principal language is French.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status, mentioned in paragraph 4 (c), may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, **2 June 2008**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

8. The examination will consist of two parts:

(a) Simultaneous interpretation into French from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into French from recordings of three speeches delivered in Russian (approximately 5 to 10 minutes per recording).

9. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the French Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an appointment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

11. Staff members selected to fill vacancies will be assigned as French interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

14. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, together with their personal history profile or P.11 form and the required certificates, **not later than 2 June 2008**, to:

2008 Competitive Examination for French Interpreters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963-3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **2 June 2008**, the deadline for receipt of applications in the Examinations and Tests Section, Office of Human Resources Management.

17. Applications that are incomplete (without the P.11 form or personal history profile, transcript and/or documented work experience) or are received after the above deadline will **not** be considered.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for French interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form, or preferably a personal history profile, and attach it to this application. Describe your work experience, giving dates and length of time and the organization you worked for as a French interpreter, translator, editor or verbatim reporter.

Please attach also:

1. Academic transcript
2. Documented work experience (if applicable)

Incomplete applications will not be considered.

[a] **"Main language" should be understood to be the language in which the candidate is best able to interpret. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.**

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ **Signature** _____
(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/20 and I understand that, if I am successful in the 2008 competitive examination for French interpreters and am recommended for inclusion in the roster, my appointment as a French interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 11 to 14.

Date _____ **Signature** _____
(When applying by e-mail, type the date and your name above.)